

Washington County

Job Description



Title:	Property/ Visiting Civilian Staff	Code:	
Division:	Operations	Effective Date:	01/10
Department:	Sheriff	Last Revised:	

GENERAL PURPOSE

(Civilian Staff positions include two distinct functions: the Property Room and the Visiting Area.)

Performs a variety of **entry level clerical, administrative support and data entry duties** related to the inventory, security and disposition of inmate property, and the visiting functions. General record keeping and data entry functions as needed to maintain a well functioning property room and visiting area.

SUPERVISION RECEIVED

Works under the general supervision of a Sergeant, Lieutenant or assigned supervising officer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Property Room Functions

Maintains physical security of computer terminal when logged on to the system; creates computer log entries for daily events, runs daily reports, ensures all information is correct and all associated paperwork is attached; arranges for or notarizes legal documents.

Tags soiled clothing items, sends and receives clothing from the laundry, checks inventory for accuracy, then secures clothing in proper property locker.

Mails out inmate hobbies/crafts as per inmate request; deducts shipping costs from inmate money accounts.

Controls inventory, places orders for and receives supplies for Property and other areas of the facility as directed.

Processes incoming and outgoing inmate packages. Processes property disposals.

Completes inmate property inventories as needed or as directed.

Inventories outgoing State inmate property; checks the Property mailbox.

Answers inmate request forms related to Property.

Answers phone calls related to the Property; monitors radio traffic; reports maintenance issues or items for repair; inspects property equipment for wear and/or damage.

Controls booking and/or property room keys as assigned.

Visiting Functions

Retrieves visiting information from visiting request forms; enters information into the visiting log;

Approves or denies applications for inmate visits; conducts background clearance investigations on the public requesting inmate visits; enters computer information (data entry) on all approved or denied visit requests; maintains a current list of all approved visitors.

Grants approval for requests for video and barrier visits.

Interacts with the public requesting visiting access; directs the public to the various visiting booths or visiting locations.

Enforces the visiting policies and procedures for the facility.

Monitors screens and/or records conversations in the Visiting areas as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school with coursework in the fields of bookkeeping, accounting, and general office practices.

AND

B. One (1) year of experience performing general secretarial or clerical duties;

OR

C. An equivalent combination of Education and Experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of general office procedures and record keeping and filing; the various compliance requirements related to processing offenders and documenting their incarceration; clerical processes and procedures associated with a variety of legal documents such as warrants, notices and garnishments; grammar, spelling and punctuation; personal computer operation and various software applications such as word processing, and data processing; court procedures and processes; criminal court and general law enforcement functions and procedures; procedures established for services of warrants; computer operations and programs unique to County Sheriff's Office.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; ability to learn and understand in a short period of time complex aspects of a law enforcement record system; maintain confidentiality related to legally sensitive information; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, elected officials, other agencies and the public; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must possess a valid Utah Driver's License. Must pass a detailed background investigation and meet same background requirements as a deputy. Must be able to pass extensive training requirements. Selected clerks must pass the BCI Proficiency Test within the first six months in the position and every two years following employment. Selected clerks will be required to pass the notary exam to become a departmental Notary Public.

4. Work Environment:

Performs work in a secure area of the Purgatory Correctional Facility with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, seeing, and lifting. Occasionally may be required to lift, carry, push, and pull. May be required to move objects weighing up to 50 pounds. Uses tools or equipment requiring a high degree of dexterity. Work for sustained periods of time maintaining concentrated attention to detail. Must be able to distinguish between shades of color. Must be able to communicate via radio. Mental application utilizes memory for details, verbal instructions, written rules, policies, and regulations, emotional stability and discriminating thinking. Work may expose incumbent to contagious or infectious diseases or hazardous chemicals. Work exposes incumbent to a potentially hostile environment.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)